TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Farewell Email Letter

Dear **[Name],**

I wanted to let you know I've accepted another opportunity and my last day with **[Name]** is **[Date]**.

I'm so thankful for my time here and especially grateful for your **[Friendship/Mentorship]** over the past **[Date].**I couldn't have achieved all that I did without your constant support and encouragement.

I'll always remember **[Funny Moment, Inside Joke Or Something Special About Working With Them].**

I plan to move to **[City Or State]**  to start my new job at the end of the month. I'd love to get together for **[Coffee/Drinks/Lunch]** before then, but if not, I hope to keep in touch.

Thank you again for everything.

Best

**[Name]**